

Management Team	<ul style="list-style-type: none"> • Oversee contract and contractor • Gather ongoing feedback from Principals both formally and informally • Contribute and Collate Milestone
Principal of Schools	<ul style="list-style-type: none"> • Provide a moderation coordinator and leader teacher • Provide regular opportunities for teachers to share their expectations and interpretations • Develop consistent and cohesive policies and procedures for moderation • Review their assessment cycles to incorporate regular moderation • Establish protocols for lead teachers visiting each other schools • Take responsibility for gathering and analysing data
Lead Teacher/ And School Co-ordinator	<ul style="list-style-type: none"> • Facilitate professional learning in their school setting • Attend workshops • Take responsibility for gathering school data • Respond to e-mails, surveys, questionnaires within appropriate timeframe • Take responsibility for gathering and analysing data • Actively engage with selected readings
Teachers	<ul style="list-style-type: none"> • Select evidence to moderate • Participate in the moderation process • Share their expectations and interpretations in order to clarify their understandings about what students have achieved and what the next steps in learning are • Participate in PD • Actively engage with selected readings
Student	<ul style="list-style-type: none"> • Active participation in learning and assessment • Complete learning tasks to the best of their ability • Develop understanding of desired learning outcomes • Participate in selecting evidence for moderation • Use skills developed through self and peer assessment

Upper Hutt Cluster
Roles and responsibilities of participating schools